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Information Management

OFFICIAL MAIL MANUAL

NOTICE: This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

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Air Force DoD 4525.8-M/AF Supplement, 18 April 1994, is supplemented as follows:

2.C.1(AF). The Chief, Administrative Communications and Postal Section (10 MSS/IMA), is designated as the Official Mail Manager (OMM) for the USAF Academy. Admissions (HQ USAFA/RR), Athletics (HQ USAFA/AH), and the Department of Defense Medical Examination Review Board (DODMERB) will appoint an official mail manager and alternate. Forward all appointment letters to 10 MSS/IMA.

2.C.1.b(AF). This responsibility is delegated to the Administrative Communications and Postal Section (10 MSS/ IMA).

2.C.1.2b. Training may be accomplished via handouts, flyers, formal training sessions, or by other means considered appropriate to meet local training needs.

2.C.4b. Annual staff assistance visits to HQ USAFA/RR, HQ USAFA/AH, and DODMERB will be performed by the Academy OMM or assistant.

2.C.6(AF). HQ USAFA/RR, HQ USAFA/AH, and DODMERB will provide their official postage expenditures to 10 MSS/IMAB within 10 workdays after each fiscal quarter.

3.C.2d(AF). Command pouch service is established for each of the locations listed in attachment 1.

3.K.1. Requests for express mail must be submitted by the unit commander or department head to 10 MSS/IMA expressing why this service is needed and the mission impact. All express mail will be processed on an AF Form 12, **Accountable Container Receipt**.

5.C.8.2(AF). Report excess postal equipment to the OMM by type, make, model number, and quantity.

Attachment 1

COMMAND POUCH MAIL

Locations

Air Reserve Personnel Center (ARPC), Denver CO

Brooks AFB TX

Defense Finance Accounting System (DFAS), Denver CO

Fitzsimons Army Medical Center

Ft Carson CO

Kirtland AFB NM

Lackland AFB TX

Langley AFB VA

Luke AFB AZ

Maxwell AFB AL

Norton AFB CA

Offutt AFB NE

Peterson AFB CO (SPACECOM, NORAD, Cheyenne Mountain AFB, and Falcon AFB)

Randolph AFB TX

Scott AFB IL

Sheppard AFB TX

Wright-Patterson AFB OH

Washington DC (Pentagon, Bolling AFB, and Andrews AFB)

NOTE:

With the exception of in-state pouches, all pouches are dispatched Monday, Tuesday, Wednesday, and Friday. In-state pouches are dispatched daily.

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